

Oregon Region 2
City of Portland, Multnomah & Washington Counties
Memorandum of Understanding
Pursuant to the Workforce Investment Act of 1998

1. Parties

This Memorandum of Understanding (MOU) is entered into between the Region 2 Workforce Investment Board, Worksystems, Inc., Multnomah and Washington Counties, the City of Portland and the following organizations: Home Forward, Housing Authority of Washington County, Labor's Community Services, Mt. Hood Community College, Northwest Oregon Labor Council, Oregon Department of Human Services which includes the Office of Vocational Rehabilitation Services, Oregon Employment Department, Oregon Human Development Corporation, Portland Community College, SE Works, and Springdale Job Corps.

2. One Stop Services

One Stop services to be provided are: Core, Intensive and Training services as described in the Workforce Investment Act of 1998. All Core services and many Intensive services are made available at each WorkSource Center in the Region. Referral to additional Intensive services and all Training services is available at each WorkSource Center.

Core services available at all WorkSource Centers include:

- Eligibility determination for WIA Title I Services
- Outreach, intake, and orientation to the information and services available through the WorkSource Portland Metro delivery system
- Initial assessment of skills and need for support services
- Unemployment Insurance information
- Labor Market information
- Help in establishing eligibility for the State's JOBS program and Financial Aid
- Job Search and placement assistance and career counseling, where appropriate
- Information relating to the availability of support services
- Performance outcome and cost information on Eligible Training Providers
- Information on how the local area is performing on local performance measures
- Follow-up services

3. Cost of Services

The costs associated with the provision of the above services and the operating costs of the system will be funded with Federal WIA dollars. At WorkSource Centers where multiple partners reside and share in the delivery of the services, a cost allocation methodology consistent with relevant OMB circulars will be determined as appropriate for the partners' service delivery plan.

4. Referral Methods between One Stop Operator and Partners

All Core services are made available at each WorkSource Center. Referrals to other services are made by phone call.

5. Amendment

Written amendments to this MOU may be made upon consensus of the partners and shall become effective on or after state approval of the amendment to the agreement.

6. Duration

This Agreement remains in effect until amended or replaced as agreed by all parties

7. Signatures

The parties named below accept this agreement in good faith on behalf of their corresponding organizations and stakeholder groups.

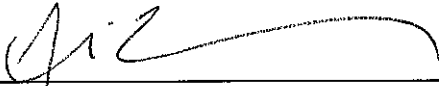
Workforce Investment Board



James Paulson, Chair
Local Workforce Investment Board

Date

10/30/12



Andrew McGough, Executive Director
Worksystems, Inc.

Date

10/30/12

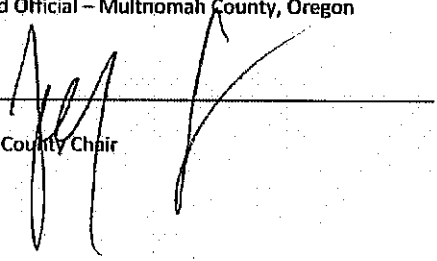
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7. Signatures

The parties named below accept this agreement in good faith on behalf of their corresponding organizations and stakeholder groups.

Local Elected Official – Multnomah County, Oregon

Jeff Cogen
Multnomah County Chair



Date

10/30/12

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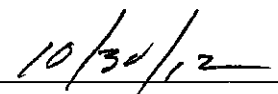
7. Signatures

The parties named below accept this agreement in good faith on behalf of their corresponding organizations and stakeholder groups.

Local Elected Official – Washington County, Oregon



Roy Rogers
Washington County Commissioner




Date

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Local Elected Official – City of Portland, Oregon



Sam Adams
Mayor

10/30/12

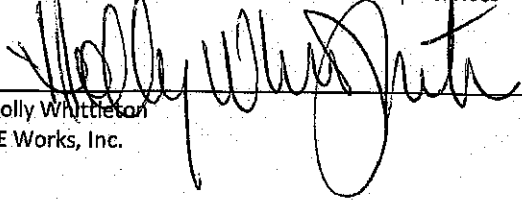
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WorkSource Contractor for Title I One Stop Services



Holly Whittier
SE Works, Inc.

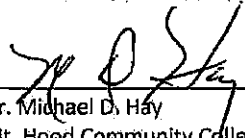
10.26.2012
Date

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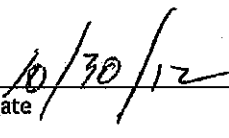
7. Signatures

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WorkSource Contractor for Title I One Stop Services
WIA Partners/WIA Title II/Perkins



Dr. Michael D. Hay
Mt. Hood Community College




Date

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7. Signatures

The parties named below accept this agreement in good faith on behalf of their corresponding organizations and stakeholder groups.

WorkSource Contractor for Title I One Stop Services
WIA Partners/WIA Title II/Perkins



Dr. Preston Pulliams
Portland Community College

For Dr. Pulliams
Wing-Kit Chung
VP. Adm. Services

10/30/2012


Date

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7. Signatures

The parties named below accept this agreement in good faith on behalf of their corresponding organizations and stakeholder groups.

WIA Partners



de'Drae Cottrell
Oregon Employment Department

10.30.12

Date

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7. Signatures

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WIA Partners



Jerry Burns
Oregon Department of Human Services, including
Office of Vocational Rehabilitation

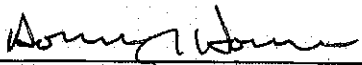
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7. Signatures

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WIA Partners



Ron Hauge
Oregon Human Development Corporation

10/29/12

Date

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7. Signatures

The parties named below accept this agreement in good faith on behalf of their corresponding organizations and stakeholder groups.

WIA Partners



Vickie Burns
Labor's Community Services

10-26-12

Date

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7. Signatures

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WIA Partners



Bob Tackett
Northwest Oregon Labor Council

10.29.12
Date

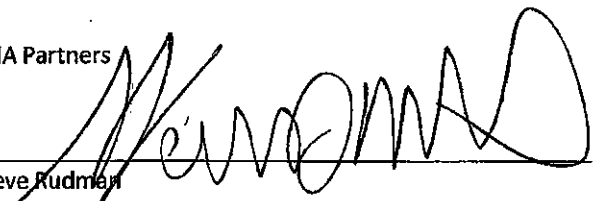
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WIA Partners

Steve Rudman
Home Forward

A large, stylized handwritten signature in black ink, appearing to read 'Steve Rudman', written over a horizontal line.

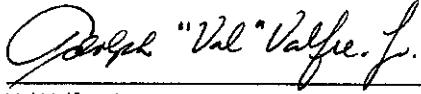
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Date

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7. Signatures

The parties named below accept this agreement in good faith on behalf of their corresponding organizations and stakeholder groups.

WIA Partners



Val Valfre, Jr.
Housing Authority of Washington County

10-28-2012


Date

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7. Signatures

The parties named below accept this agreement in good faith on behalf of their corresponding organizations and stakeholder groups.

WIA Partners



Naomi Ulsted
Springdale Job Corps

10/30/12

Date

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WorkSource Oregon One-Stop Center
Resource Sharing Agreement
July 1, 2012 – June 30, 2013

I. STATEMENT OF PURPOSE

The purpose of this agreement is to establish the terms and conditions under which the WorkSource Oregon Partners will allocate costs and share resources at the WorkSource Oregon Centers located in Region 2. The 6 centers are located at:

WorkSource Portland Metro East
19421 SE Stark, Portland, OR 97030

WorkSource Portland Metro Central
30 N Webster, Portland, OR 97217

WorkSource Portland Metro SE
6927 SE Foster Rd. Portland, OR 97206

WorkSource Portland Metro Tualatin
7995 SW Mohawk, Tualatin, OR 97062

WorkSource Portland Metro Beaverton/Hillsboro
241 SW Edgeway Dr., Beaverton OR 97006

WorkSource Portland Metro Express Center – New Columbia
4610 N Trenton, Portland OR 97203

II. PARTIES TO THE AGREEMENT

The following partner organizations have agreed to provide services through the Region 2 WorkSource Oregon Centers and to share such costs that are of mutual benefit:

ORGANIZATION	PRIMARY FUNDING STREAM	PARTNER CONTACT INFORMATION
Partner A Worksystems Inc	Workforce Investment Act	Andrew McGough 1618 SW First Ave. Suite 450 Portland, OR 97201 amcgough@worksystems.org
Partner B WorkSource Oregon, OED Region 10	Wagner-Peyser	deDrae Cottrell 30 N Webster Portland, OR 97217 503-798-0150 Dedrae.d.cottrell@state.or.us

III. DEFINITIONS

Agreement Manager: The person named by the partnership and LWIB to be responsible for the oversight, monitoring, reconciliation and review of fiscal functions of the Resource Sharing Agreement in accordance with WIA 662.300 and 662.310.

System Shared Costs: Those cost that benefits all One-Stop partners even if they are not co-located.

Center Shared Costs: Those costs of the one stop center that benefit multiple partners co-located at the center and are incurred in support of the services delivered through a one stop. (DOL One Stop Comprehensive Financial Management Technical Assistance Guide July 2002)

IV. SHARED COSTS AND BENEFIT

The One-Stop partners have identified shared Center costs which benefit the partners co-located at the centers. The One-Stop partners have agreed upon the value of the shared Center costs which benefit the partners co-located at the centers.

CENTER COSTS	ANNUAL COST	BENEFITS
Resource Room and Welcome Services	\$1,725,000	All One-Stop partners agree that they benefit from the Resource Room and Welcome services which include the Greeter.
Resource Room Computer Hardware & Software	\$382,200	All One -Stop partners agree that they benefit from the Resource Room Computer Hardware & Software
Resource Room Equipment	\$34,500	All One Stop partners agree that they benefit from the Resource Room Equipment
Resource Room Internet Connectivity	\$3,840	All One -Stop partners agree that they benefit from the Resource Room Internet Connectivity
Resource Room Computer Maintenance & Support	\$70,165	All One -Stop partners agree that they benefit from the maintenance of the Resource Room computers
WSI Leads – WSPM Coordination	\$83,007	All One Stop partners agree that they benefit from the coordination of WSPM
WSPM Welcome IT Support	\$152,550	All One Stop partners agree that they benefit from WSPM Welcome IT Support
TOTAL	\$2,451,262	

V. ALLOCATION METHODOLOGY

The partners agree that the Center Costs will be allocated based on the number of FTE for each partner within the Region 2 WorkSource Oregon Centers.

Center Costs

PARTNER	FTE	%
A Worksystems Inc	44.67	32%
B WorkSource Oregon, OED	94	68%
TOTAL		100%

VI. RESOURCE SHARING PLAN

Each Region One-Stop partner agrees to pay the appropriate share of the agreed upon costs by contributing cash, or goods and services as follows:

Center Resources Sharing Plan

Cost Category	Cost	Partner A	Partner B
		32%	68%
Welcome Personnel	\$1,725,000	\$0	\$1,725,000
Resource Room Computer Hardware & Software	\$382,200	\$382,200	\$0
Resource Room Equipment	\$34,500	\$34,500	\$0
Resource Room Internet Connectivity	\$3,840	\$3,840	\$0
Resource Room Computer Maintenance	\$70,165	\$70,165	\$0
WSI Leads- WSPM Coordination	\$83,007	\$83,007	\$0
IT Support Welcome & Resource Room	\$152,550	\$152,550	\$0
*Goods and Services – (De-Brief Assistance to the Welcome Team)	\$58,142	\$58,142	\$0
Total	\$2,451,262	\$784,404	\$1,725,000

*Goods & Services = WIA paid staff from the Skill and Employment teams will provide customer de-brief assistance to the Welcome Team

AGREEMENT MANAGEMENT

The Agreement Manager responsible for oversight and review of shared costs for the WorkSource Oregon Center, billing and reconciliation of shared costs, as well as monitoring of the allocation methodology and funding information is:

Name: Janice Frater
Address: 1618 SW First Avenue, Portland, Oregon 97201
Phone: 503-478-7300
Fax: 503-478-7413
E-Mail: jfrater@worksystems.org

VII. MODIFICATIONS, RECONCILIATION AND ADJUSTMENTS

The partners recognize that modifications may be necessary during the period that the Resource Sharing Agreement is in effect. Any modification to the Resource Sharing Agreement will be undertaken collaboratively. Any modifications to this agreement must be in writing and signed by all the parties as identified in Section II. Oral modifications shall have no effect. If any provision of the agreement is held invalid, the remainder of the agreement shall not be affected.

All payments shall be made to the Fiscal Agent (Worksystems Inc). No costs will be incurred until the agreement is signed by all parties. Non-payments will be referred to the Local Workforce Investment Board for collection. All invoices for costs incurred will be provided to the Workforce Investment Board for approval, if requested. All payments including non-cash, goods and services (De-brief assistance to the Welcome Team) will be documented and retained by the Fiscal Agent for audits or other reconciliations. Goods and Services will be track by WSPM Center Leadership on a weekly basis and reconciled by the Agreement Manager on a quarterly basis.

In the event program income is earned at the WorkSource Oregon Center as a result of shared costs or activities, that income must be distributed to all partner organizations that participated in the activity and must be allocated using the same basis as described in section V of this document. Program income will be used to reduce each party's share of costs or resources needed to fund the shared costs identified in this agreement so long as it is allowable under the party's organization authorizing statues and regulations.

Reconciliation to actual costs and resource sharing will occur quarterly. Final reconciliation can be realized through the payment of cash or goods and services. Each partner is responsible to provide supporting documentation for each quarter.

VIII. DISPUTE RESOLUTION PROCESS

The parties shall first attempt to resolve all disputes informally. Any party may call a meeting of the WorkSource Oregon Center partners or additional parties involved to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Local Workforce Investment Board within 15 days, who shall place the dispute upon the agenda of a special meeting of the Board's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved in accordance with LWIB

by-laws unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the WorkSource Oregon Center partner agencies.

IX. TERMINATION

Withdrawal from the agreement requires ninety calendar days written notice to the other parties and thirty calendar days in the event of a major financial shortfall or non-appropriation of funds. Furthermore, upon the withdrawal of any party, the future costs associated with this agreement shall be reallocated among the remaining agencies, and this agreement shall be modified in writing, accordingly.

X. TERMS OF AGREEMENT

This agreement shall be in effect July 1, 2012 through June 30, 2013. This agreement will be reviewed quarterly, and updated as necessary to ensure accuracy.

**WORKSOURCE OREGON
RESOURCE SHARING AGREEMENT
AUTHORIZING SIGNATURES**

The parties below attest to the following:

- Prior year RSA reconciliation has occurred and costs have been allocated.
- All parties have reviewed the reconciliation.
- Final billings have occurred.
- All parties to the RSA shall sign this document for it to be considered complete.

Partner A Organization Date

Partner B Organization Date

Representative Name Signature

Representative Name Signature